



DRAFT

**MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD MEETING MINUTES**

Thursday – April 8, 2004

10:00 am to 2:00 pm

Helena Wingate Inn – Sleeping Giant Room

Board Members Present:

Carolyn DeYoung, Diana Thomas, Barb Kain, Patty Guiberson and Cliff Johnson.

Recorder: Kathy Yankoff, State JSEC Coordinator

Guests: Gordy Higgins, Lorelee Robinson & Ingrid Childress – DLI Workforce Services Division

I. CALL TO ORDER: Carolyn DeYoung called the meeting to order.

- A. **Introductions:** Self-introductions were made of all present.
- B. **Agenda Changes:** Kathy had two items for New Business. Changes to the MSEC website look and a new expense reimbursement policy for Board members.
- C. **Approval of Minutes from 10/01/03:** Minutes were approved as submitted.
- D. **Approval of 11/03/03 Addendum to Fall Board Minutes:** Approved as submitted.
- E. **Correspondence:** Thank you cards from the JMG students who attended the National Conference in D.C were circulated, thanking the Board for their financial assistance with their trip. Mark Heinert's letter of resignation was circulated. Outgoing correspondence – copies of the letter's of support sent by Chair Carolyn DeYoung to the JSECs and/or JS Managers as noted in the strategic plan – were circulated. No other correspondence.

II. REPORTS AND UPDATES:

- A. **Treasurer's Report (Barb Kain):** A copy of the Treasure's Report was passed out to all members present. **Current balance** is \$9,794.22. **Revenue** since the last report (October 1, 2003) totals \$97.02 in CD and Savings Account interest. **Expenses** since the last report total \$1,476.25. Individual costs include: \$200.00 to the Glasgow JSEC from the Annual Meeting drawing; \$600.00 to Lorelee Robinson for JMG students attending the National Conference in DC; \$160.00 for a national SHRM membership for Kathy Yankoff; \$500.00 to Impact Unlimited for the afternoon training session at the May meeting; \$15.00 to Secretary of State and a check charge. **ACTION:** The report was accepted as submitted and a signed copy of the report was given to Kathy for the permanent file.
- B. **Division Update:** Gordy Higgins, Job Service Programs Bureau Chief, reported on the latest developments with the Division and legislative issues on the horizon that may impact us.
 - **Re-alignment:** The Division re-alignment that was started last year is on track for full implementation by July 1, 2004. The outcomes for local Job Service Workforce Centers have all been implemented. Although there have been some staff reductions, we are still providing service at 23 sites plus some additional satellite offices. Changes at the Leadership Support Center (central office) level are underway. With the retirement of Mark Bowlds, the Job Service Field Operations Bureau and Job Service Programs Bureau will be blended into a single bureau with Gordy as Bureau Chief. The guiding principle for our staffing structure is that our Wagner-Peyser (employment services) funding is our stable core – bread and butter – funding. WIA and other special contracts are less stable and loss of those funds would have impact on staffing.
 - **Funding:** As a whole, our financial picture for the Division looks much better than last year. This is due to the many National Emergency Grants (NEG) from USDOL. Gordy noted that USDOL has been doing better with turn-around time from receipt of the grant application to approval. On the down side, USDOL is still parceling out the funding in 25% increments, which makes it very difficult to plan. We

are exploring creative ways to expend our quarterly allocations to ensure the funding will flow from USDOL in a way that meets our customers' needs.

- **Allocations:** WIA allocations came in lower than anticipated. As a state, we took a 10% reduction in both Adult and Youth and a 22.6% reduction in Dislocated Worker funds. These funding allocations are formula driven in a way that compares states one-to-another. If Montana's economic indicators look better than other states, our allocation is decreased.
- **WIA Service Delivery:** Because of these funding reductions, the Local Workforce Investment Boards may consider the possibility of reducing the number of service providers.
- **WIA Reauthorization and Related Issues:** There has been a lot of chaos in Montana's workforce system for the past few months resulting from a letter that Ingrid sent to the Local Workforce Investment Boards (LWIBs) in December. The letter requested clarification of the One-Stop certification criteria and process and expressed concerns about the relevance and effectiveness of the current operating/governance structure. Gordy explained that WIA allows two ways for states to operate their workforce system – through a Consortium Agreement or through a competitive process (RFP – Request for Proposal). Our state currently has a Consortium Agreement in place.

As a result of this development, each LWIB has issued a Request for Proposal – due by the end of April – to select a system operator in their area. Because of concerns about some requirements and expectations of the selected operator, the Division's Leadership Support Team decided that we would not be submitting an RFP (this included local Workforce Centers as well). Unfortunately, this whole situation has caused a schism between our Division and the Local Boards and their staff at MJTP. Gordy stated that a change in structure will really challenge the delivery system and reiterated that the state does not want to control the system. We very much believe that delivery has to happen at the local level.

- **Legislative Issues:** The Commissioner has formed a team to address the Department's legislative issues for the 2005 Session. There are two big issues: 1) restore the General Fund money's that were taken in the last session and replaced with ESA funds; and 2) codify language to use ESA funds for demand driven services to businesses – most likely as part of the UI housekeeping bill.

Ingrid then joined the meeting and added to the discussion of the issues that Gordy had covered.

C. **Jobs for Montana's Graduates:** JMG State Coordinator, Lorelee Robinson reported the following:

- The reinstatement of the Department's General Fund money is crucial to JMG. The Department used \$200,000 of ESA funds to back-fill the loss of the GF. If that money is not restored it will have a huge impact on our JMG sites and would lead to shutting a number down.
- With the cuts in WIA funding, Lorelee is checking into whether the Boards will RFP for Youth funds as a possible source for JMG funding. She is very concerned about the Butte program and will be meeting with the school folks regarding their issues.
- Lorelee reported that 2 of Montana's students placed in competition at the JAG Leadership Conference in D.C. She also wanted the Board to know that their financial support has been very important and that, for the students, the trip and conference are life-changing experiences.
- The State Conference is May 5th and 6th in Butte. A Special Thank You will be distributed at the Conference noting local JSECs and the State Council among those being thanked for their support of JMG. Lt. Governor Karl Ohs will be the keynote speaker.
- There are currently 43 programs in place. There are 4 new schools interested in implementing JMG next year. The budget is currently at capacity, so it's uncertain if more can be added.
- There have been quite a few requests from the schools to have the program available in the 7th and 8th grades. JMG applied for a grant from the Montana Board of Crime Control to develop curriculum for those earlier grades. California and Maine already offer the JAG program to these lower grades, so we will network with them on what they have developed.
- The JMG Foundation is in place but on hold pending clarification of some governance and operations issues.
- A glitch has been discovered in the data system developed by the national JAG office, which skews the non-graduation numbers. They are working on getting it fixed.

- D. **Update on plans for 2004 Annual Meeting (Kathy Yankoff):** Kathy distributed copies of the draft agenda for discussion. Things are falling into place for each day's events. We will be at the Fly Fishing Museum for the Early Registration. One of Livingston's premier caterers is providing a light dinner with a full bar. Discussion followed on the draft agendas for Tuesday and Wednesday. The following suggestions were made: 1) include information on the BEAR (Business Expansion And Retention) program in the segment on Economic Development; 2) incorporate opportunities to discuss what else is out there that we should grab onto in terms of focus and activities in the spirit of continuous improvement. Kathy noted that the JSEC Breakout Session on Tuesday is open to suggestions from the Board. **ACTION:** Kathy will send out a request to all the JSEC Chairs seeking suggestions for the content of Tuesday's breakout as well as agenda items for the Business Meeting on Wednesday afternoon. The banquet will be at the Yellowstone Inn although a few other venues were considered. Kathy noted that one option for entertainment at the banquet is an appearance from Calamity Jane, although there is some controversy in Livingston on whether she is an appropriate person to be identified with the community. The cost for her appearance would be in the \$100 range. Discussion followed: If there is a lot of community controversy, then the Board is hesitant to support this particular entertainment. Other ideas to consider are a local musician -such as a pianist - to provide background music or bring in some local high school talent to perform. **ACTION:** A motion/second were made from Diana/Patty for the Board to provide up to \$100 toward banquet entertainment provided the selected entertainment is approved by Carolyn and Kathy. Motion carried.
- E. **Report on Business Services Training for JobLINC Partners (Kathy):** Kathy informed the Board that the training will take place in two sites the first full week in June. The first (East) session will be in Billings at the Hampton Inn starting Monday afternoon - June 7th and going all day Tuesday, June 8th. The trainer will meet with Ingrid in Helena on Wednesday to discuss another project, then travel to Missoula. The second (West) session will be at the Holiday Inn – Parkside and run all day on Thursday, June 10th and concluding at noon on Friday, June 11th. Every CMT has been invited to send a team (guaranteed 7 slots) to one of the sessions depending on their location in the state. Deadline for registration is Wednesday, April 21st. If any CMTs do not use all 7 slots, then those CMTs wanting to send more than 7 will be accommodated as much as possible. **Question:** Can anyone else attend the training? **Answer:** Attendance for each session is being capped at 65. If ALL CMTs wishing to send a team have been accommodated and there are slots left – then other interested parties can attend. Registration fee is \$15 and will be used for extras that cannot be covered through the WIA funding. MSEC will be the recipient of the fees and pay for those costs.
- F. **Report on Strategic Plan (Kathy):** Kathy distributed copies of the Strategic Plan developed in November and noted the following progress on the goals: Dillon now has a JSEC! Brenda Hipp asked the CMT to take on that role and they agreed. Letters of support have been sent to the Job Service Managers and/or JSEC Chairs impacted by the re-alignment. **Still to Do:** 1) One of the goals was to nominate the Sanders County JSEC for a Desiree Taggart Award. Since the Committee has been in a holding pattern for the past year, it was decided not to submit one for this round. Diana shared some information on a customized training program the JSEC is working on for local businesses, which Diana's employer is going to pilot. The plan is to then offer the training to the local business community – which will make for a very strong nomination next year. 2) Kathy still needs to draft a boilerplate letter to the Editor promoting JSEC.

III. OLD BUSINESS:

- A. **JSEC PR merchandise sales (Kathy):** Kathy indicated our sales have really dropped off. She plans to bring the merchandise to the Livingston meeting to promote purchase. She noted that we are OK with the supply at this time, but may need to reorder this Fall as sales pick up.
- B. **MSEC Statewide Positions (Carolyn):** The Statewide Position Statements were distributed as revised at the Strategic Planning Session in November. For those that were not at that session, copies of the previous document were available for comparison.
- C. **Local JSEC attendance drawing/Business Advocate support (Carolyn):** For the past few years, the Board has awarded \$200 to a local JSEC with representation at the annual joint meeting. Do we want to do that again this year? Discussion. **ACTION:** Motion/second from Cliff/Patty to award the \$200 again this year through a drawing. Motion carried.
- D. **MSEC Awards for 2004 (Kathy):** No nominations have been received yet, but it is typical to get them the last few weeks leading up to the deadline. Kathy knows of one nomination that is being prepared in the Coordinator category. Discussion followed on how to generate more nominations. Since the local Job

Service Manager ranks are dwindling, it was agreed that we will expand that category to include anyone in a management position in a local Center from supervisors up to managers. **ACTION:** Kathy will be sending out a reminder of the April 23rd deadline and will include notice of the expanded category.

IV. NEW BUSINESS:

- A. **Annual Business Meeting Agenda Items (Carolyn):** In addition to the standard items, Kathy will request agenda items from the Chairs in the same communication on suggestions for the first breakout on Tuesday. A draft agenda will go out a week to 10 days before the meeting.
- B. **2004 Meeting Calendar (Carolyn):** The Fall Executive Board meeting will be on Thursday, September 30th.
- C. **2004 – 2005 Executive Board candidates (Carolyn):** Our request for nominees when Mark left generated a number of interested folks. In addition to Diana – who agreed to fill the vacant Vice-Chair position – we have other great candidates. Sylvia Murray, Treasurer for the Havre JSEC works at Bear Paw Development Corporation and has quite a bit of local and state JSEC experience from when she lived in Texas. Cal Boyle, Chair of the Tri-County JSEC, and Adina Fox, Chair of the Lake County JSEC also indicated an interest in serving on the Board. Carolyn will contact each one to determine if there is a particular office or position they would like to hold. Since we have so much interest this year, the elections will be conducted by written ballot and include a Board nominee for each office as well as names of other candidates interested in a particular office and a line for write-in candidates. Carolyn will run for Chair, Diana will run for Vice-Chair. Treasurer nominees will depend on the results of Carolyn's contacts with the previously mentioned interested parties.
- D. **Possible Sites for 2005 joint meeting (Carolyn):** Kathy believes that Glasgow is preparing a bid, but has not heard of any others that might be interested. Other possibilities discussed were Butte and Billings.
- E. **Changes to the MSEC website (Kathy):** Kathy informed the Board that the format for the MSEC website will have to be changed to conform to the official state website standards. She distributed a copy of the Division's homepage to show what the look would be. Basically, it adds the standard header and footer but all content remains the same.
- F. **New Expense Reimbursement Process (Kathy):** The Department's Fiscal Support Bureau has implemented a new process to reimburse expenses for non-state employees such as Board and Council members. The new system will just require the submission of an invoice for covered expenses, rather than running these costs through the Department's travel budget. With this process, we are not strictly tied to the state rates and per diem, but can develop our own reimbursement policy. Kathy suggested the following: Lodging reimbursement at the current state rate; per diem at \$30 per day with deductions (at the state's per diem rate) for meals that are provided as part of the function; and mileage at the current high rate in effect. Everyone thought that would be a fair policy. She will continue to have Board members complete a reimbursement worksheet so she can prepare the invoices and have something on file with a signature.

V. ADJOURN:

There being no other business, the meeting was adjourned at 2:00 p.m.